

### **Change of Processing Procedure for LQA Reconciliations**

Effective 18 August 2008 LQA recipients shall submit SF 1190 with utility bills to the CHRA, Operations Center, Europe, ESD, LQA Branch. This pertains to the mandatory first year reconciliation as well as to voluntary reconciliations. The preferred version of receipt is via e-mail to [lqa.questionnaires@eur.army.mil](mailto:lqa.questionnaires@eur.army.mil).

Alternatively LQA reconciliation packages may be faxed to DSN 375-9672 or Commercial: 0621-487-9672

or be mailed to:

Civilian Human Resource Agency, Europe(CHRA-E)  
ATTN: ESD, LQA Branch  
Unit 92150  
APO AE 09100

or to Civilian Address:

Civilian Human Resource Agency, Europe  
ESD, LQA Branch  
Hammonds Kaserne, Geb 972  
Badener Platz 1

68239 Mannheim-Seckenheim